

<b>Reference Number:</b>	<b>409-01-DD</b>
<b>Title of Document:</b>	<b>Payroll Deduction for Employee Insurance Premium</b>
<b>Date of Issue:</b>	<b>May 28, 1987</b>
<b>Effective Date:</b>	<b>May 28, 1987</b>
<b>Last Review Date:</b>	<b>May 5, 2006 (Revised)</b>
<b>Date of Last Revision:</b>	<b>October 31, 1994</b>
<b>Applicability:</b>	<b>All DDSN State Employees</b>

The language used in this policy does not create an employment contract between the employee and the Department of Disabilities and Special Needs (SCDDSN). SCDDSN reserves the right to revise the contents of this policy in whole or in part.

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#### **PURPOSE:**

The purpose of this directive is to provide a uniform policy for all insurance companies other than State Health Plan entities wishing to use payroll deduction for the payment of insurance premiums by employees of the South Carolina Department of Disabilities and Special Needs (DDSN).

#### **ELIGIBILITY**

For a company to be eligible for payroll deduction authorization, it must be approved by the Comptroller General.

#### **SOLICITATION**

- A. Payroll deduction coverage shall be limited to life insurance, cancer insurance, accident insurance and supplemental health care coverage.
- B. DDSN will not provide space, facilities, or the resources for interviews, orientations, or any activities conducted by an insurance company.
- C. DDSN will not allow solicitation or other company contacts with employees on departmental property.
- D. Employees of DDSN are not to be contacted at work.
- E. No listings of employees' addresses, telephone numbers or work locations will be provided.

## **RESPONSIBILITIES AND PROCEDURES**

- A. The Human Resource Management (HRM) Office of DDSN is responsible for the initial contact with any insurance company to provide information concerning requirements for payroll deduction authorization.
- B. The HRM Office is also responsible for verifying that eligibility requirements as set forth by the Department have been met by a company for payroll deduction authorization. After eligibility has been verified, company representatives will then be directed to the regional offices.
- C. Employees are required to complete and sign a Request for Personnel Action - Basic Payroll Data form (P-40) as authorization to payroll deduct all insurance premiums. This is done immediately upon receipt of a Comptroller General's Office Employee's Withholding and Deductions form (P-4) in the HRM Office.

## **LIABILITY**

DDSN will not be liable for bearing the cost of such insurance or expenses incidental to payroll deduction. Also, the Department is not responsible for collecting funds from employees on leave without pay or from terminated employees who were previously on payroll deduction.

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Wayne D. Blanton  
Director, Human Resources and Legal  
Services  
(Originator)

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Stanley J. Butkus, Ph.D.  
State Director  
(Approved)